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24 January 1956

MEMORANDUM FOR: Chief, Basic School

SUBJECT: Week of 17-24 January 1956

1. Basic Management. Basic Management #21 commenced on 23 January. A total of 29 persons (two later cancelled) were nominated for the course, of whom 20 students (the course maximum) are now enrolled. In addition, one special case has been admitted to attend the course part time.

DD/P	4
DD/I	7
DD/S	10 (Including 1 auditor)

A total of 13 Office-level components are represented. Those with the most representatives are the Comptroller (3 students and 1 auditor) and Logistics (3 students). The Office of Training is not represented in this presentation. Although most of the class occupy responsible supervisory positions (including 2 at the division chief or deputy division chief level) only a few are supervisors of line components. The majority are from Agency staff or support components.

2. Management Conference. Our "hurry and wait" negotiations with ORR for a week-long Office-level Management Conference have suddenly come into a hurry stage again. On 23 January [redacted] Assistant to the AD/RR informed [redacted] that ORR was ready to go ahead with the program if it could be arranged for the latter part of February, preferably 27 February - 2 March. Detailed preparations will be made as soon as the availability of space at [redacted] for this period or some other date acceptable to ORR can be ascertained. Twelve members of the top staff of ORR, plus one observer from each of three other DD/I components are to participate in the Conference.

3. Basic Supervision. Basic Supervision #14 began 23 January, with 19 first-line supervisors GS-5 - GS-7. This is an extra presentation given to take care of the over-registration for the regularly scheduled run 9-20 January. It is one over the course limit of 18 because we wanted to take care of as large a group as possible, and, counting on at least one student to drop out, enrolled 19. All 19 have showed up.

4. Storage Space. For some time the problem of storing Management Training reading materials, student kits, reprints, etc. has become more and more acute. The bulk of this material is not classified, but has to be controlled in accordance with "CIA Internal Use Only." We believe that the problem is now in a fair way to be solved. [redacted] Supply and Services Section/TR, is arranging to install shelves in Room 2020, a small cubicle with a spring lock on the door. Branch Two of the Library and Management Training will share the space.

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